

Massachusetts Turnpike Authority Retirement Board

Approved January 16, 2003

I.

Introduction

These policies and procedures define the method for obtaining authorization for all travel requests and submission of expenses for reimbursement. Pursuant to M.G.L. c. 32, § 22(5) and to guidelines, regulations and directives promulgated by the Public Employee Retirement Administration Commission, the Massachusetts Turnpike Authority Employees' Retirement System (the "System") shall reimburse members and/or staff of the Massachusetts Turnpike Authority Employees' Retirement Board (the "Retirement Board") for authorized travel and reasonable expenses incurred in connection with the performance of official duties.

II.

Definitions

A. Meeting:

A seminar, course, workshop, conference, Executive Board and committee meeting.

B. Travel:

In-state travel or out-of-state travel.

III.

Travel Procedures

A. The Board must authorize all travel and related expenses. Wherever possible, detailed expenses will be submitted in advance for authorization. Where detailed expenses are not known with precision, a good faith estimate may be submitted for consideration and authorization.

B. A Travel Expense Estimate Sheet (a copy is attached), along with a copy of the program/itinerary of the meeting and completed registration form, if applicable, must be presented to the Retirement Board for its approval at a regular meeting of the Board prior to the date of travel.

C. In cases where authorization is requested for more than one person to attend the same meeting, all travel requests must be submitted at the same time.

D. The cost of any hotel room and airline upgrades (i.e., the difference in price between the original price and the upgrade price) shall be borne by the traveler.

IV.

Airline Tickets

A. Airline ticket reservations shall be the responsibility of the traveler.

V.

Hotel Accommodations

- A. Hotel reservations shall be the responsibility of the traveler. The reservations shall be made through a travel agent except when included in a package provided by a meeting sponsor. The Board will pay for all travel expenses including accommodations provided in a package by a meeting sponsor. At checkout, the traveler shall obtain a copy of the hotel bill and submit it with his/her expense report.

VI.

Traveler's Family/Guest Meals

- A. In the event a family member(s) accompanies the traveler, only the exact cost of the traveler's expense and accommodations shall be reimbursed.
- B. Reimbursement for guest meals is prohibited except for those with a legitimate business purpose.

VII.

Expense Vouchers

- A. An Expense Voucher (a copy is attached) for all travel must be completed and submitted to the Secretary to the Retirement Board for presentation at a regular meeting of the Board no later than within 60 days after the expenses are incurred.
- B. A reimbursement check shall be issued to the traveler following approval of the requisite voucher for payment by the Retirement Board.
- C. Documentation to be submitted with the Expense Voucher:
 - 1. Air Travel
 - Copy of airline ticket. Travelers shall not be reimbursed for airline club memberships.
 - 2. Automobile
 - Private automobile - destinations, odometer readings, or other reliable documentation for determining miles, must be shown. Mileage will be reimbursed at the prevailing rates as authorized under the Internal Revenue Code, as amended. Repairs, gas and maintenance are not reimbursable. The traveler is personally responsible for fines or other expenses incurred as a result of traffic violations and the cost of repairs to vehicles regardless of the cause or nature. The traveler shall be reimbursed for reasonable toll and parking charges. Receipts must be attached. Rental cars (out-of-state) pre-approval for rental cars must be included on the original travel request budget. All receipts must accompany the expense voucher. The Retirement Board may determine whether optional insurance coverage for rental cars will be required. Any motor vehicle accidents which occur while using a rental car while on Board-approved travel must be reported as soon as practicable, in writing to the appropriate authorities, with copies of all such reports provided to the Board.

3. Budget
 - Total amount budgeted, less amount expended.
4. Hotel
 - Hotel invoice.
5. Meals
 - A dated receipt must be attached for all meals. The System will not reimburse the traveler for meals that are already provided for under a conference/meeting registration fee. Meals shall not exceed fifty dollars (\$50.00) per day or what is reasonable and appropriate for the locale in which the expense is incurred. The System will not reimburse for alcoholic beverages.
6. Taxi, Tolls, and Local Transportation
 - Destinations and dated receipts for all taxi fares.
 - Identification of toll facility and dated receipts.
 - Identification of local transportation and dated receipts.
7. Miscellaneous
 - Telephone calls - identified as business (b), or as personal (p). Personal calls are reimbursable as follows: one telephone call upon arrival at the out-of-town destination and one telephone call per day thereafter.
 - No reimbursement shall be allowed for expenses related to personal entertainment. Specific examples include athletic events, gifts, sightseeing, tours, movies, magazines, etc.
 - The date of departure and the date of return must be consistent with the authorized itinerary of the meeting.
 - Any additional hotel lodging dates, not included in the approved itinerary dates, shall be the responsibility of the traveler.
 - In connection with the review process of expenses, the treasurer custodian may recommend that the Retirement Board deny any reimbursement of expenses which may not be reasonable or which may not comply with the System's procedures.
 - The authority to rule on questions relating to the implementation of these procedures will rest with the Retirement Board.
 - The traveler is required to purchase governmental/business rates for travel.
 - There is no credit card issued to the Board or Staff.

8. Payments or Reimbursements for Expenses by Third Parties
 - The Board's regulations must prohibit the providing to or by a Board Member or staff member of anything of substantial value from any person, firm, partnership or other entity which may be reasonably expected to seek to do business with or is seeking to do business with or presently is doing business with a Retirement Board or any person, firm or other entity that solicits or makes referrals or which may be reasonably expect to solicit or make referrals of any client on behalf of such a person, firm partnership or other entity. The Board's regulations must prohibit the providing to and the receipt of anything of substantial value from such a person, firm, partnership or other entity indirectly through any person, firm, association, organization or other entity.

In instances where a Board Member or Board staff member participates in a legitimate speaking engagement, the Board shall pay all costs and expenses related to such speaking engagement, provided, that the Board Member or Board staff member complies with all of the Board's travel regulations. The Board may accept reimbursement for such travel-related expenses of a Board Member or a member of the Board's staff from the third party, only under the following limited circumstances:

A Board Member or a member of a Board's staff may participate in legitimate speaking engagements in connection with their positions on the Retirement Board or as a member of the Board's staff and the Board may accept reimbursements from third parties necessary to cover travel-related costs for such engagements.

Acceptance of an honorarium or any other form of compensation is strictly prohibited.

To be considered a legitimate speaking engagement, the presentation must be formally scheduled on the agenda of a convention or conference.

The speaking engagement must be scheduled in advance of the Board Member's or staff member's arrival at the event.

The presentation must be before an organization that would normally have outside speakers address them at such an event.

The presentation cannot be perfunctory, but should significantly contribute to the event, taking onto account such factors as the length of the speech or presentation, the size of the audience, and the extent to which the speaker is providing substantive or unique information or viewpoints.

The Retirement Board can be reimbursed by a third party for expenses only to the extent necessary for making the speech or presentation.

Under no circumstances can Board Member or Board staff member receive reimbursement or any other payment or compensation from a third party.

Any person or entity that violates these Guidelines or Retirement Board regulations adopted pursuant to these Guidelines and approved by the Commission shall be deemed to have violated the provisions of 840 CMR 17.00 and shall be subject to removal as a qualified investment manager or consultant pursuant to 840 CMR 17.04(10). In addition, the Commission shall not grant an exemption pursuant to 840 CMR 19.02 or a qualification pursuant to 840 CMR 26.04 if any person or entity that has violated these Guidelines or Retirement Board Regulations adopted pursuant to these Guidelines is the subject of the filing pursuant to those provisions.

The Massachusetts Turnpike Authority Employees' Retirement Board hereby accepts these policies and procedures for travel and related expenses (the "Policies and Procedures").